



SHERIG PARKHANG TRUST

(Registered Under Certificate Section 60 Regd. No 1017 in Book no. IV Vol. No. 4.042
at office of the Sub. Registrar VIII, New Delhi)

Ref. No: F-30/N/19/ST-4648

Date: 2nd August, 2019

SHERIG PARKHANG TRUST ANNOUNCES JOB VACANCY FOR THE POST OF BRANCH ACCOUNTANT AT ITS BRANCH OFFICE IN DHARAMSALA, HP

Post	Job Description	Qualification & Requirement
Branch Accountant (1 Seat)	<ul style="list-style-type: none">• Required to do day-to-day vouchers entries on Tally.• Generating Bill of supply.• Submitting weekly accounting report to Head office.• Biannually stock physical verifications, reconciliations, final account preparation at the end of the year, etc.	<ul style="list-style-type: none">• Bachelor degree in BCom with Tally.• Should have basic knowledge about MS Office.• Valid RC• Updated Green Book up to 31.03.2019• Maximum Age: 40 Years as on 31.08.2019• Medical Fitness Certificate.• NOC from Current Employer (If Employed)• Attested copies of above documents.

APPLICATION & SELECTION PROCEDURE:

1. Application with a CV along with attested copies of above documents should be submitted to the office either by email, by post or in person before deadline.
2. The last date for submission of applications is **25th August, 2019**.
3. Application should contain your active mobile phone number, email address.
4. Shortlisted candidate has to appear for written test in Accounting with Tally, English & Tibetan, basic computer knowledge test follow by Interview.
5. Gross Salary would be **Rs. 21,400/-** per month & staff quarter would be provided.
6. Probation period will be 6 months. After 6 months, he/she may be regularized on the basis of his/her conduct, competency, etc.
7. Candidate having MCom degree will be given preference. Shortlisted candidates will be contacted by email or phone call.

Application should be addressed to:

THE DIRECTOR,
Sherig Parkhang Trust,
R-27 & 28, Ramesh Park, Laxmi Nagar, Delhi- 110092
Tel: 011-22453672 (O), Tele Fax: 011-22455634 (O) & 011-22013260 (R)
E-mail- shepardelhi@gmail.com